

**STATEMENT OF WORK
FOR
NATO INTELLIGENCE FUSION CELL
INTELLIGENCE ANALYTICAL SUPPORT**

1.0. DESCRIPTION OF SERVICES

1.1. Purpose: The purpose of this Statement Of Work (SOW) is to identify, in conjunction with the basic Assistance and Advisory Services (A&AS) contract, intelligence analysis support for the North Atlantic Treaty Organization (NATO) Intelligence Fusion Center (NIFC) at the Joint Analysis Center (JAC), Royal Air Force (RAF) Molesworth. The support outlined in this SOW will include support for peacetime and contingency operations in NATO areas of responsibility (AOR) and areas of interest (AOI). The NIFC will provide SACEUR and subordinate commanders of Allied Command Operations with timely, effective, full spectrum network enabled intelligence in support of the planning and execution of NATO Response Force (NRF), Combined Joint Task Force (CJTF) and additional intelligence support to other NATO operations. The NIFC objectives are:

- Provide timely, relevant, and focused Theater strategic operational intelligence support to NATO operations....setting conditions for NATO operational success.
- Support current NATO operations, crisis situations, and a NRF/CJTF deployments.
- Disseminate intelligence information within the NATO AOR and AOI.
- Create a core of allies experienced in common Tactics, Techniques and Procedures.
- Establish a more responsive Request for Information requirements process for increased support.
- Develop new business processes to create functional partnerships and maximize theater analytic capabilities.
- Provide operational intelligence analysis and daily mission execution support as required to NRF, CJTF and NATO out of area operations.
- Define critical threats, evaluate changes and identify AOR/AOI technological, political and military trends which may impact NATO and the support it provides

1.2. Scope: In accordance with (IAW) the basic SOO and paragraph 1.3.1.5.1. The scope of this task is for the contractor to provide intelligence analysis support to the NIFC Operational Intelligence Center (OIC), Analysis Division and Operational Support Division. Contractor employees could be transferred between the aforementioned NIFC Divisions. The Contractor shall conduct research and analysis, collection management, indications and warning, targeting, imagery and geospatial analysis, signals intelligence analysis, joint intelligence preparation of the battlespace and crisis planning to standing and deployed NATO forces engaged in peacekeeping, humanitarian relief and combat operations. The Contractor shall screen all source intelligence reporting, access and summarize evaluated and previously unevaluated information, discriminate threat information from all source intelligence into actionable intelligence, and disseminate warning and threat analysis for real world contingencies. The Contractor shall research all source reporting to produce predictive and current finished intelligence products and coordinate all analytical products and support national level organizations and theater staffs for dissemination across tactical, operational and strategic environments. The Contractor shall liaison with members of the allied intelligence communities and outside experts, to include members of foreign governments. Appropriately cleared Contractor may be assigned to assist the US Foreign Disclosure Officer (FDO) in the review of releasable intelligence. The Contractor shall perform administrative duties relating to obtaining and maintaining security clearances and other paperwork associated with assisting the Special Security Officer (SSO). In the course of normal business the Contractor shall maintain and retrieve background materials on all research and analysis and file electronic copies on Government servers. The Contractor shall communicate factual information clearly and concisely, both orally and in writing, often under pressure and tight deadlines. At a minimum, the Contractor shall be able to provide the skills essential for supporting this requirement.

1.3. Skill Capabilities: IAW basic SOO.

1.3.1. Intelligence Systems and Technical Support

1.3.1.1. General Engineering Support: Not Applicable.

1.3.1.2. Software and Hardware Systems Engineering: Not Applicable.

1.3.1.3. Configuration Management (CM): Not Applicable.

1.3.1.4. Technical Evaluation, Analysis, and Investigation: Not Applicable.

1.3.1.5. Intelligence Analytical Support

1.3.1.5.1. All Source Analysis: The Contractor support shall include, but is not limited to:

- Analyzing all source intelligence information to produce assessments, reports, articles, threat analyses, special studies etc, responsive to user needs; complying with QAP suspense dates for draft and final products.
- Maintaining all source database on area of responsibility; using multiple source intelligence tools to perform all source threat force analysis.
- Analyzing and fusing reports from multiple intelligence sources (HUMINT, SIGINT, IMINT, MASINT) to provide intelligence preparation of the battlespace, target development, and early warning of emerging threats.
- Developing and maintaining databases, intelligence support products and situation awareness on designated groups, persons of interest, terrain, population, demographics and infrastructures.
- Coordinating with counterparts at NATO and allied intelligence production agencies to gather latest intelligence on adversary trend assessment.
- Providing in depth, fused intelligence analysis production for Supreme Headquarters Allied Powers Europe (SHAPE), NIFC and deployed forces.
- Screening and researching all source reporting , accessing and summarizing previously unevaluated information, discriminating threat information into actionable intelligence.
- Performing ground forces analysis by correlating data from multiple sources in support of a larger analytical effort; providing assessments to senior intelligence analysts and recommending conclusions and findings.
- Tracking adversary order of battle for assigned countries; maintaining order of battle data as required.
- Researching current intelligence to aid in the imagery exploitation of commercial and tactical imagery to fulfill imagery related requests for information; researching imagery to determine suitable coverage to satisfy exploitation requirements to support SHAPE, NIFC, CJTF and NRF intelligence requirements.
- Interacting with and providing data to other intelligence disciplines to identify, highlight, or eliminate priority targets while constantly analyzing inputs to identify higher priority targets.
- Monitoring all sources of intelligence to ensure adequacy of coverage and timeliness of assessments; tasking incoming RFIs to appropriate NIFC division.
- Preparing and maintaining target packages and folders, annotating targeting graphics and performing targeting assessments.
- Performing the duties of request for information (RFI) coordinator by accepting valid intelligence RFIs and appropriately tasking RFIs to the responsible NIFC Division or national agency; tracking RFI suspenses and follows up with producers to ensure suspenses are met; providing consolidated reports on RFIs to NIFC leadership.
- Performing collection management duties including the preparation of collection posture statements, coordinating the tasking of collection assets, drafting collection requirements and working with national agencies to ensure collections are successfully accomplished.
- When tasked by the QAP, standing watch in the NIFC OIC.
- Identifying intelligence gaps and requesting solutions via collections process.
- Assisting the FDO with the review of intelligence products that are eligible for disclosure.

1.3.1.5.2 NIFC Security Program: The Contractor support shall include, but is not limited to:

- Serving as the NIFC Chief of Security.
- Development and implementation of a security program in accordance with NATO and Allied Command Operations (ACO) directives. This security program shall address physical security, personnel security and information security and include policies for:
 - handling and safe guarding classified information and data maintained and processed by the IFC,
 - proper use of NATO security markings,
 - access to IFC secure spaces,
 - adherence to JAC and 423rd Air Base Group physical security requirements,

- handling and administration of Communications Security (COMSEC) and keying materials (KEYMAT),
- serving as a courier of NATO classified information, and
- other IFC security policies as necessary.
- Establishment of a Cosmic Top Secret (CTS) program and reading on individuals with the appropriate 'need to know'.
- Performing security audits and security investigations and reporting any findings directly to the IFC Chief.
- Advising the IFC Chief of any security risks and taking appropriate action to eliminate or mitigate the risks.
- Training all IFC personnel on applicable security policies and procedures on a periodic basis in accordance with established IFC security policies.
- Receive/maintain security documentation for all assigned personnel.
- Coordinating with NATO Nations to verify personnel clearances.

1.3.1.5.3. Project Management: The Contractor support shall include, but is not limited to:

- Organizing, directing and coordinating planning and production of all task order activities
- Coordinating with the QAP on all issues relating to this task
- Providing timely, accurate monthly reports

1.3.1.5.4. The Contractor shall develop, maintain and provide a monthly report to the QAP detailing the labor hours expended for the standard 40 hour workweek per labor category on a funding expenditure chart. The monthly report shall also document results achieved through application of level of effort, work assignments, deliverables, planned labor hours and unburnt hours due to late staffing, etc. The format and outline of the monthly report shall be agreed between the QAP and the contractor, updated and modified as required. The first monthly report shall be submitted fifteen (15) work days after the first month of work. Subsequent monthly reports shall be submitted to the QAP within ten (10) work days following the previous work month.

1.3.2. Management Assistance

1.3.2.1. Site Surveys: IAW basic SOO.

1.3.2.2. Training: IAW basic SOO.

1.3.2.2.1. Government Requested Training: IAW the basic SOO. It is the contractor's responsibility to provide fully trained personnel to support the work effort. However, under certain circumstances, training of Contractor personnel will be authorized by the QAP. Should such a circumstance occur, the QAP will authorize training only if it within the scope of the task order and the task order has funding for training. Training must be funded prior to course start date (commercial training). For training expenses (labor, travel, tuition) reimbursed under this task order, the Contractor shall reimburse the Government one hundred percent of any training expenses for tuition and travel in the form of credit against the task order for each employee who takes training course/s and does not remain employed under the task for a minimum period of one (1) year following said training unless replaced with an individual who has received equivalent training (this does not apply to employee mobilized for reserved duty). Training shall only be provided to personnel assigned directly to support the task.

1.3.2.3. Technical Reviews and Meetings: The contractor shall attend internal division meetings and participate in periodic analytical and operational meetings for the purpose of sharing and acquiring information. identified by the QAP. The contractor shall attend meetings (either in person or by video tele-conference) with external agencies and organizations when tasked by the QAP. The QAP will determine if attendance shall be on "non-interference basis".

1.3.2.4. Project Monitoring and Reporting: In accordance with basic SOO.

1.3.2.5. Presentations and Briefings: The contractor shall prepare briefings and presentations. Audiences will range from 0-5 and above and civilians of equivalent rating and nationalities. When tasked by the QAP, the contractor shall conduct briefings/presentations.

1.3.2.6. Materials/Supplies: Reserved.

1.3.2.7. Travel: In accordance with basic SOO. The contractor shall travel to OCONUS and CONUS destinations as defined by the QAP. The QAP will, if possible, provide the Contractor three (3) calendar days notice of a TDY. This notice will be by E-mail and contain the objectives of the TDY. On occasion, minimum notice could be given due to the urgency of the travel. Travel shall be for intelligence purposes only.

1.3.2.7.1. The normal length of each trip for CONUS destinations is estimated at four (4) to six (6) calendar days, including travel. On occasions, the length of each trip could be up to sixty (60) calendar days. This is just an estimate only.

1.3.2.7.2. The normal length of each trip for OCONUS destinations is estimated between five working (5) and twenty working (20) days. This is an estimate only.

1.3.2.7.3. Trip Reports: The QAP will advise the contractor when trip reports are required. Format will be agreed between the contractor and QAP. Trip reports shall be provided within (5) days after trip completed.

1.3.2.8. Project Management: Management of this Task Order shall be performed as a separate function and will not be performed as a “dual-hat” responsibility. Personnel assigned to this Task Order shall not have both analytic and Task Order management responsibilities.

1.4. Personnel Labor Categories: In addition to the experience and education data outlined in the basic SOO, the Contractor shall have a working knowledge of Microsoft Suite of Applications (Power Point, Word, Excel). Previous NATO experience in intelligence analysis is highly desired.

1.4.1. Qualifications: To support the intelligence analysis depicted in paragraph 1.3.1.5.1, the contractors shall have the experience in the following regions/disciplines: Central Asia, Southeast Europe (the focus for Southeast Europe includes Balkans, Caucasus and the region from Black Sea to the Caspian Sea), Middle East, Africa, CI Analyst, CT Analyst, Targets, Imagery/Terrain, Collections, FDO, SSO, High Value Targets, Air & Air Defense, Requests for Information Mgt, SIGINT, Intelligence Analyst/Watch Officer, Intelligence Analyst/Watch Stander, NRF/CJTF, Maritime, and Project Management.

1.4.1.1. Foreign Nationals: Foreign nationals are accepted by the NIFC to perform some of the intelligence analysis required. The number of foreign nationals shall not exceed ten percent of the total Labor Hours ordered for this task order.

1.4.2., 1.4.3., & 1.4.7.: In accordance with basic SOO.

1.4.4. – 1.4.6. Not Applicable.

2.0. SERVICE DELIVERY SUMMARY

Performance Objective	SOW Paragraph	Performance Threshold
1) The contractor shall provide qualified personnel to perform the work outlined in this task order.	Task Order 1.3.1.5.1, 1.4 SOO 1.4	100%
2) The contractor shall comply with suspense dates for draft and final products	Task Order 1.3.1.5.1	95%
3) The contractor shall provide sustained technical excellence and follow quality control plan (QCP) processes to include identifying and correcting substandard performance and ensuring top notch	Total Requirement	Contractor reports clearly demonstrate that the effort expended during the applicable period has been 100% maximized and is acceptable and supportable meeting the SOW

performers remain on task.		performance objectives, including performance metrics/incentives included in the basic contract QCP and in TO QCP addendum, if applicable.
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3.0. GOVERNMENT-FURNISHED PROPERTY AND SERVICES

3.1. Government Furnished Property (GFP): In accordance with basic SOO. The QAP is responsible for coordinating and providing Government furnished facilities and property.

3.1.1. The Government will provide open plan office space within the JAC facilities for Contractor personnel.

3.1.2. The Government will provide the contractor with desks, chairs, and assigned computers and monitors. The Government will provide access to shared computer systems, peripheral devices, local area networks and software applications.

3.1.3. The Government will provide the shared access to Joint Worldwide Intelligence Communications System (JWICS), Secret Internet Protocol Network (SIPRNET) and Non-Classified Internet Protocol Network (NIPRNET) computers for appropriately cleared Contractor personnel.

3.1.4. The Government will provide access to military and commercial telephone lines, FAX, copier and associated supplies. Contractor personnel shall be subject to all Government policies and regulations on the proper use of computer and telecommunication equipment.

3.2. Government Furnished Services: IAW basic SOO.

4.0. GENERAL INFORMATION

4.1. TO Procedures: IAW basic SOO.

4.1.1. Technical Evaluation: IAW basic SOO.

4.1.2. TO: FFP Labor Hour (LH) TO. Data items/Reports shall be "Not Separately Priced".

4.1.3. Performance Period: See task order and corresponding modifications thereto.

4.1.4. Hours of Performance: IAW basic SOO. The normal standard workweek is five (5) days a week, forty (40) hours, Monday through Sunday as tasked by the QAP. The QAP will coordinate the daily work hours with the Contractor. The Contractor shall perform shift work if tasked by the QAP. On occasion the contractor could have to work on European/British or U.S. Holidays if tasked by the QAP.

4.1.4.1. Unburned Labor Hours: When unburned CLIN x002 labor hours are identified by the Contractor due to staffing delays, sick leave, etc., the QAP may task the Contractor to work more than the normal 40 hour work week to burn these hours should the mission dictate **or** the hours can be used to extend the period of performance by task order modification at no additional cost to the government. Weekend work could be required. The Contractor shall track these hours accordingly to ensure the total labor hours contracted for in this task order are not exceeded.

4.1.5. Place of Performance: JAC, RAF Molesworth, UK.

4.1.6. Logistical Support: In accordance with basic SOO.

4.2. Quality Control Plan: In accordance with basic SOO.

4.3. Performance Management: In accordance with basic SOO.

4.4. Contractor Records: The contractor shall maintain all records of the actual direct productive labor hours provided and make such records available for inspection by the contracting officer and/or QAP.

4.5. Payment: Entitlement to full payment is based on the determination by the government that the required labor hours and reports have been provided and are acceptable.

5.0. ASSOCIATE CONTRACTOR RELATIONSHIP: In accordance with basic SOO.

6.0. SECURITY REQUIREMENTS

6.1. Facility and Personnel Security Clearances: All US personnel assigned to this task order shall be in possession of a Top Secret/TS/SCI and be eligible for a NATO COSMIC TOP SECRET BOHEMIA (CTSB) Clearance. Foreign personnel assigned to this task order shall have a NATO Secret and a CTSB to perform work under this task order. Contractor personnel waiting for final clearance shall be tasked to perform duties at their appropriate security level by the QAP.

6.2. Contractor Visitor Group Security Agreement: In accordance with basic SOO.

7.0. PARTNERING AGREEMENT: Not Applicable.

8.0. MISSION ESSENTIAL PERSONNEL: The Functional Director will identify mission essential positions to the Contractor Site Lead.

9.0. PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER: In accordance with basic SOO.